

Information Request Form

Please complete the form below providing as much detail as possible to allow the Council to identify and locate the information requested.

Completed forms should be sent to the relevant local authority contact shown overleaf.

Details of applicant	
Title	
Forename	
Surname	
Address	
Postcode	
Daytime telephone	
Evening telephone	
Mobile telephone	
E-mail address	
<i>If this application is being made on behalf of an organisation please provide details below:</i>	

Details of request

To allow your request to be dealt with quickly and efficiently, please give as much detail as you can. You should try to give, where known, names of previous contacts, dates, file references, site location or description. If you are not sure about something it may be better to ask first and we will try to help you. However, if your request cannot be clarified even with our help, we may not be able to find the information that you really want.

Fees and Charges

The Council may charge a fee for providing the information you have requested. If you would like to know more about fees please see the Fee Charging Policy, which explains the charging policy that is used by all of the local authorities in Dorset. If it is necessary to make a charge we will notify you of the amount payable following the receipt of your application.

Advice and Assistance

For advice and assistance on making a request for information, please contact the appropriate department of the Council from the contact information shown overleaf. If you are not sure which department you need, please use the general FOIA contact. Your enquiry will be directed to the Council's Freedom of Information Officer.

Data Protection



The personal information that you provide will be used to process and administer your request for information. It may be shared internally within the Council and externally with other agencies for this purpose. Personal information will be held in accordance with the requirements of the Data Protection Act 1998.



Authority	Telephone	Email/website
Borough of Poole, Civic Centre, Poole BH15 2RU	01202 633633	See table (below) www.boroughofpoole.com
Bournemouth Borough Council, Town Hall, Bourne Avenue, Bournemouth BH2 6DY	01202 451451	See table (below) www.bournemouth.gov.uk
Christchurch Borough Council, Civic Offices, Bridge Street, Christchurch BH23 1AZ	01202 495000	foi@christchurch.gov.uk www.christchurch.gov.uk
Dorset County Council, County Hall, Colliton Park, Dorchester DT1 1XJ	01305 251000	foi@dorsetcc.gov.uk www.dorsetcc.gov.uk
East Dorset District Council, Council Offices, Furzehill, Wimborne BH21 4HN	01202 886201	foi@eastdorset.gov.uk www.eastdorset.gov.uk
North Dorset District Council, Nordon, Salisbury Road, Blandford Forum DT11 7LL	01258 454111	foi@north-dorset.gov.uk www.north-dorset.gov.uk
Purbeck District Council, Westport House, Worget Road, Wareham BH20 4PP	01929 556561	foi@purbeck-dc.gov.uk www.purbeck-dc.gov.uk
West Dorset District Council, Stratton House, 58/60 High West Street, Dorchester DT1 1UZ	01305 251010	foi@westdorset-dc.gov.uk www.westdorset-dc.gov.uk
Weymouth & Portland Borough Council Council Offices, North Quay, Weymouth DT4 8TA	01305 838000	foi@weymouth.gov.uk www.weymouth.gov.uk

	Borough of Poole	Bournemouth Borough Council
Benefits	revenuesandbenefits@poole.gov.uk	foi.benefits@bournemouth.gov.uk
Council Tax	revenuesandbenefits@poole.gov.uk	foi.counciltax@bournemouth.gov.uk
Education	sass@poole.gov.uk	foi.education@bournemouth.gov.uk
Health issues	sshelpdesk@poole.gov.uk	foi.publichealth@bournemouth.gov.uk
Highways	transportation@poole.gov.uk	highways@bournemouth.gov.uk
Housing	housingadvice@poole.gov.uk	foi.housing@bournemouth.gov.uk
Leisure	leisure@poole.gov.uk	foi.leisure@bournemouth.gov.uk
Libraries	centrallibrary@poole.gov.uk	foi@bournemouthlibraries.org.uk
Media	communications@poole.gov.uk	foi.media@bournemouth.gov.uk
Planning	planning@poole.gov.uk	foi.planning@bournemouth.gov.uk
Refuse/Recycling	environmental.consumerprotection@poole.gov.uk	cleansing&waste@bournemouth.gov.uk
Social Services	sshelpdesk@poole.gov.uk	foi.socialservices@bournemouth.gov.uk
Tourism	tourism@poole.gov.uk	foi.tourism@bournemouth.gov.uk
Trading Standards	environmental.consumerprotection@poole.gov.uk	foi.tradingstandards@bournemouth.gov.uk
The BIC		foi.bic@bournemouth.gov.uk
General enquiries	information@poole.gov.uk	foi.information@bournemouth.gov.uk

Key services provided by each local authority	Benefits	Council Tax	Education	Health Issues	Highways	Housing	Leisure	Libraries	Media	Planning	Refuse / Recycling	Social Services	Tourism	Trading Standards	The B.I.C.
Borough of Poole	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bournemouth Borough Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Christchurch Borough Council	✓	✓		✓	✓	✓	✓		✓	✓	✓		✓		
Dorset County Council			✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	
East Dorset District Council	✓	✓		✓		✓	✓		✓	✓	✓		✓		
North Dorset District Council	✓	✓		✓		✓	✓		✓	✓	✓		✓		
Purbeck District Council	✓	✓		✓		✓	✓		✓	✓	✓		✓		
West Dorset District Council	✓	✓		✓		✓	✓		✓	✓	✓		✓		
Weymouth & Portland Borough Council	✓	✓		✓	✓	✓	✓		✓	✓	✓		✓		